

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date May 11, 1982		Office of Financial Services Benefits Payments - Room 412-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334		Application Number 74-157-A	
Application Number DHR 82-17				Date Received MAY 13 1982	Date Completed MAY 19 1982
2. Person to Contact David Martin		Working Title Supervisor Benefits, Grants and Payroll Section		Telephone Number 656-4978	
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. - designate as Department-wide b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. - adjust retention period c. <input checked="" type="checkbox"/> Amend Application No. <u>74-157</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercade; <input type="checkbox"/> Void - update name of files series - update form numbers					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest	Latest	DEPARTMENT-WIDE SCHEDULE Grants to Counties Budget Submission Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Financial Services has the responsibility to maintain the financial records of the Department in a manner to reflect separate accountability for each type of activity administered by DHR, with disbursement classifications as required by the State Auditor and the various Federal agencies. Benefits Payments has the responsibility for processing payments for benefits and services such as Vocational Rehabilitation, Public Assistance Payments, Perinatal Program, Crippled Children, Cancer Control, Sterilization, Foster Homes, Cuban Refugee, Mental Health, Family and Children Services, etc.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: authorizing and accounting for expenditures of Federal and State grant funds by Georgia counties. Included are: forms, as applicable for the various programs -- No. 736 (Income & Expenditure Report) - No. 737 (Budget Expense & Resource Summary) - No. 1182 (County Budget Personal Services Master Listing) - No. 1183 (County Budget Other Personal Services) - No. 1184 (Community Health Center Operations/ Program Personnel Cost - Budget Projection/ Regular Payroll Employees) - No. 1185 (Community Mental Health Center Operations/ Program Personnel Cost - Budget Projection/ Other Personal Services) - No. 1186 (Budget Expense & Resource Summary) - No. 1187 (Budget Expense & Resource Appropriations Request) - No. 1193 (Community Mental Health Center Operations Budget Summary) - No. 1194 (Benefits Budget Summary Sheet) - No. 5410 (Budget Expense & Resource Summary) - No. 5411 (County Budget Personal Services) - No. 5412 (County Budget Items Other Than Personal Services) - No. 5413 (County Budget Non-Participating Items) - No. 5454 (County Budget Summary) and related correspondence as required for each budget. The file is arranged alphabetically by county.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------------|
| a. State Law | _____ years. | d. Audit period | _____ <u>5</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 1/2 year(s); then
- ☒ Destroy when all audit questions have been resolved.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Wayne L. Lauer</i>	5/10/82	<i>Elizabeth W. Crank</i>	4/30/82
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved (if disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Carroll Hart</i>	5-18-82
	Secretary of State/Designee	<i>Carroll Hart</i>	5-17-82
	Attorney General/Designee	<i>James H. Huggins</i>	5-14-82



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date May 10, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DAA-3		Date Received MAY 14 1974	Application No. 74-157 Date Completed MAY 31 1974
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Dept. of Human Resources, Office of Admin. Affairs Budget Unit - Grants Management Office - Room 508-S 47 Trinity Avenue, S. W. Atlanta, Georgia 30334		4. Person to Contact Carole Burdette	
		5. Working Title Accounting Assistant	6. Tel. No. 656-4886

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1969 to present

9. Exact Series Title
County Budget Submission Files

10. What is the function of the office in which this record series is created?

The Office of Administrative Affairs, headed by the Deputy Commissioner, is responsible for administering and coordinating the supportive administrative and fiscal functions of the Dept. Included are planning budget and other fiscal needs; overall fiscal reporting and accounting services; and personnel services.

The Grants Management Office (a sub-division of the Budget Unit, which is responsible for the budget and other fiscal needs of the Department), is responsible for allocating grants to Georgia Counties from money appropriated by the State Legislature and Federal agencies, and for the record keeping of the expenditures of this money by these counties.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to authorization as to how funds from Federal and State Grants to the various Georgia Counties may be spent. Revisions done during the year indicate actual expenditures and provide basis of comparison for the next year's budget.

Included are forms:

OAS(6)-60 - County Budget Summary

OAS(6)-61 - " " Personal Services

OAS(6)-62 - " " Items Other Than Personal Services

OAS(6)-63 - " " Non-Participating Items

OAS(6)-80 - Request for Budget Revision No. _____ (which may be numerous for certain counties)

Files are arranged alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	3	4.5		3	4.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6			
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	40	10	3	perhaps 1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy, of the series? [x] []
- 14. Is there a duplication of this series in another office or agency? [] [x]
- 15. Is the information contained in this series ever summarized or published? [x] []
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] [x]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [x] []
- 18. Could the function be performed if the files were lost or destroyed? [x] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
- 20. Does the record series provide data as input to an EDP file? [] [x]
- 21. Does the record series contain documentation produced as EDP printout? [] [x]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. [] STATE LAW
 - b. [] STATUTE OF LIMITATION
 - c. [x] AUDIT PERIOD
 - d. [] FEDERAL LAW
 - e. [x] ADMINISTRATIVE DECISION
 - f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Used for purpose of comparison, to compute new allotment ratios, to furnish grant information to Legislature and for audit referral.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each [] CALENDAR YEAR [x] FISCAL YEAR [] OTHER , then:

- [x] Hold in the current files area month(s)/ 3 year(s):
- [x] Transfer to [x] State Records Center [] Local Holding Area; hold 2 year(s):
- [x] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William W Moore</i>	5/13/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>William W Moore</i>	5/8/74
	State Auditor/Designee [x] Approved [] Disapproved	<i>William W Moore</i>	5-28-74
	Secretary of State/Designee [x] Approved [] Disapproved	<i>Carol Hark</i>	5/28/74
	Attorney General/Designee [x] Approved [] Disapproved	<i>W W Moore</i>	5/28/74

STATE RECORDS COMMITTEE